



BOARD OF SUPERVISORS
AGENDA LETTER

**Agenda
Number:**

**Clerk of the Board of
Supervisors**

105 E. Anapamu Street, Suite 407
Santa Barbara, CA 93101
(805) 568-2240

Department Name: CEO
Department No.: 012
For Agenda Of: December 2, 2014
Placement: Administrative
Estimated Tme:
Continued Item: No
If Yes, date from:
Vote Required: Majority

TO: Board of Supervisors

FROM: Jeri Muth, Human Resources Director, 568-2816

SUBJECT: *State Human Resources Audit – Personnel Management Program Review Report*

County Counsel Concurrence

As to form: N/A

Other Concurrence: Select_Other

As to form: N/A

Auditor-Controller Concurrence

As to form: N/A

Recommended Actions:

That the Board of Supervisors:

- 1) Receive and file the attached Personnel Management Program Review Report regarding the July 2014 review of the County of Santa Barbara Human Resources' compliance with federal merit principles as applied to the Departments of Social Services and Child Support Services; and
- 2) Determine that the above actions are organizational and administrative activities of government that are not a project under the California Environmental Quality Act (CEQA) pursuant to section 15378(b) (5) of the CEQA Guidelines.

Summary Text:

Because the Departments of Child Support Services and Social Services receive certain state and federal funding, Human Resources is required to comply with state and federal requirements as they relate to human resources programs and systems. To ensure compliance, periodically the California Department of Human Resources (CalHR) or its contractor, CPS HR Consulting, Merit Systems Services (MSS) is charged with reviewing Human Resources for compliance. Said review was conducted in July 2014, and a Report of Findings was issued in September 2014 finding that the County of Santa Barbara Human Resources to be fully compliant.

Background:

The County of Santa Barbara is an Approved Local Merit System (ALMS). Each county that operates its own merit system is subject to periodic audits by the California State Department of Human Resources (CalHR) to ensure compliance with six federal merit principles related to various aspects of human resources programs and practices. These audits are focused primarily on the departments of Child Support and Social Services as compliance with merit principles is a condition of certain state and federal funding. CalHR assigned the 2014 audit of the County of Santa Barbara to its contractor, CPS Merit System Services (MSS).

The onsite audit was conducted July 16 and 17, 2014 and the final report (attached) was completed September 15, 2014. The audit focused on the County's policies, practices, and Civil Service Rules related to the following six federal merit principles:

1. Recruiting, selecting, and advancing employees on the basis of relative ability;
2. Providing equitable and adequate compensation;
3. Training employees to assure high quality performance;
4. Retaining/separating employees on the basis of performance;
5. Fair treatment of job applicants/employees in all aspects of personnel administration;
and
6. Political rights and prohibitions.

After completing their review, MSS found the County of Santa Barbara to be in full compliance.

cc: Mona Miyasato, CEO
Department Heads

Attachment: Personnel Management Program Review – Report of Findings